

Job Announcement

Re-Advertisement

Position: **Executive Director**

Salary: **Negotiable DOE**

Opens: **August 16, 2019** **Closes:** **Open until filled**

The Duck Valley Housing Authority (DVHA) is seeking applicants for the position of Executive Director. DVHA is in Owyhee, Nevada located in northeast Nevada which is 97 miles north of Elko, Nevada and 97 miles south of Mountain Home, Idaho.

Job Summary:

The Executive Director is responsible to the Duck Valley Housing Authority's (DVHA) Board of Commissioners for the overall managerial functions of the housing authority. This responsibility is met by systematically monitoring all phases of the DVHA's low-income housing assistance programs by maintaining compliance with current operating policies, HUD regulations and statutory requirements of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA). The Executive Director works with DVHA staff and Legal Counsel to assure that DVHA complies with regulatory and safety requirements as it relates to Tribal and Federal standards. The Executive Director supervises nineteen (19) full-time and six (6) part-time employees who are assigned to six (6) housing authority departments to carry out the mission of the Duck Valley Housing Authority in meeting the housing needs of the enrolled members of the Shoshone and Paiute Tribes.

Note: PL 93-638 Indian Preference applies to this announcement. Applicants claiming Indian Preference are to provide proof of enrollment with a Federal recognized tribe when submitting their application.

Minimum Qualifications & Experience:

1. Bachelors or Associates degree from an accredited college or university with a major in one of the following areas of study, Public or Business Administration.
2. Must have five to eight years of experience employed with a Tribally Designated Housing Entity of which three consecutive years is at the executive administrator level.
3. Must have working knowledge of NAHASDA.
4. Applicant must be bondable and pass a thorough background check.

Application Process: All interested persons are to contact the Duck Valley Housing Authority for an application and instructions. A complete job application is required for consideration. *Resume's may accompany the completed application but will not be accepted alone. Applications can either be mailed through USPS, FedEx or UPS, faxed, or scanned/emailed.*

Please contact Ms. Naomi R. Wasson for application and instructions, email at Naomi@dvhousing.org. Applications can be faxed to (775) 757-3746 mailed or sent to:

Duck Valley Housing Authority
Attention: Naomi
1794 Horseshoe Bend
P.O. Box 129
Owyhee, Nevada 89832

Posted: 8/16/19 ru